

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	District Attorney's Office	CLASSIFICATION:	006
SUPERVISOR:	Office Manager	SALARY RANGE:	22
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Perform advanced secretarial/clerical and administrative support to the Department, including requesting evidence and the production of discovery, answering telephone and greeting public, providing requested information, typing, scheduling meetings/appointments, issuing receipts and maintaining records involving the operation of the Department. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Act as a receptionist, answer the telephone and assist staff, defense attorneys, law enforcement agencies, and the general public, providing information as required. Refer calls to appropriate Department personnel and take accurate messages when needed. Contact other departments and outside agencies to locate information and/or services not provided by the Department. Schedule appointments as needed.

Type and edit correspondence, memos, reports, statistical data, forms, notices, etc., from rough draft or verbal instruction. Prepare various office documents, including transcription and distribution of meeting minutes. Obtain reports from police departments, other law enforcement agencies and outside agencies.

Create and maintain files in both paper and electronic form. Enter data in the Law Enforcement Data System (LEDs). Log data, process and forward as required. Verify information and data as needed. Modify court orders as needed. Prepare, open, conduct interoffice transfer and close different types of cases.

Request evidence both independently and at the instruction of attorneys. Issue property disposition memo at the close of each case. Redact from different formats of discovery as instructed by attorneys.

Post court hearings to schedules and department calendar. Distribute court hearing schedule to other agencies.

Prepare outgoing mail, deliver mail, claims and receipts to appropriate departments. Pick up mail or other documents to return to department.

Maintain accurate and extensive filing system relating to Department activities.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not normally a responsibility assigned to this position.

SUPERVISION RECEIVED: Work under the general supervision of the Office Manager who assigns and reviews work for conformance with established policies and procedures.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL NECESSARY QUALIFICATIONS: Must be free of criminal convictions which would affect the ability or perception of the ability to perform this position.

EDUCATION and/or EXPERIENCE: High school graduate or equivalent plus additional secretarial training. Two years office support experience in the criminal justice field. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

SPECIAL LICENSES, CERTIFICATIONS, ETC.: Possession of a valid motor vehicle operator's license and must be insurable under the County's liability insurance coverage. Possession of certification on the Law Enforcement Data System within three months of hire.

KNOWLEDGE, SKILL AND ABILITY: Advanced knowledge of office practices and procedures, business English, grammar and spelling, arithmetic, record keeping procedures and bookkeeping principles and practices. Strong familiarity with the use of computers and business software such as word processing and spreadsheets and web based programs.

Ability to communicate effectively both verbally and in writing. Ability to act in such a manner so as to maintain the confidentiality of issues and matters which may be encountered. Ability to enforce all laws, regulations, ordinances and standards consistently to ensure maximum compliance and to protect the public health and safety. Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately. Ability to act independently in the absence of supervision and instructions. Ability to prioritize and accomplish quickly and efficiently a large number of diverse tasks. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment. Daily contact with juvenile and adult offenders. Exposed to hazards and risks which accompanies exposure to offenders.